



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON, FORT WAINWRIGHT
1060 GAFFNEY ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

IMPC-FWA-HH

08 NOV 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Recycling (Garrison Policy #15)

1. References:

- a. DoDI 4715.4, Pollution Prevention (P2), 18 June 1996.
- b. AR 420-1, Army Facilities Management, 12 February 2008.
- c. AR 200-1, Environmental Protection and Enhancement, 13 December 2007.
- d. Executive Order 13423, Strengthening Federal Environmental Energy and Transportation Management, 24 January 2007.
- e. Executive Order 13514, Federal Leadership in Environmental, Energy and Economic Performance, 5 October 2009.
- f. State of Alaska Title 46 Water, Air, Energy, and Environmental Conservation, Chapter 6, Recycling of Litter, section 21, Solid Waste Management Practices.
- g. Federal Facilities Compliance Act of 1992.
- h. Resource Recovery and Conservation Act, enacted 1976.
- i. Pollution Prevention Act of 1990.
- j. USAG FWA Qualified Recycling Program (QRP) Standard Operating Procedure (SOP).
- k. Standard Operating Procedure, Used Oil and Grease Collection Guidelines, 22 July 2011.

2. Purpose: To state Fort Wainwright's recycling policy, to specify recyclable materials and to identify the procedures to recycle. This policy is intended to comply with Department of Defense (DoD) and Army solid waste reduction regulations and to set forth the installation's policy and understanding concerning the commitment to regulating solid waste in the most efficient, cost effective, and environmentally responsible manner possible.

3. Background:

a. Where it has been determined that establishing and operating a QRP would not be cost effective, an installation must still have a recycling program to meet DoD, Army, and local/state solid waste reduction regulations.

b. Installation tenant activities, such as the Army and Air Force Exchange Service (AAFES) and the Defense Commissary Agency (DeCA), may operate their own recycling programs outside the QRP or the installation recycling program. If there is a QRP at the installation, and these activities choose not to

operate independent recycling programs, they must dispose of their QRP-qualified recyclable materials through the installation QRP.

c. Options for disposing of used cooking oil and grease are limited in Alaska. Solid waste regulations prohibit the disposal of used cooking oil and grease in a landfill. Open burning of the oil is also prohibited. Pouring used cooking oil down the drain can clog pipes and damage wastewater or septic systems. Owners and operators of restaurants are required to either recycle or dispose of their used oil and grease at a proper facility or outlet.

d. All food service facilities on Fort Wainwright will comply with all federal, state and local environmental laws and regulations governing disposal of used cooking oil and grease.

e. Fort Wainwright has contracted with a recycling company to dispose of all used cooking oil and grease generated by all food service providers on the installation. This is an important part of our pollution prevention and solid waste management efforts. This method of disposing of our used cooking oil and grease has been determined to be the most cost effective method for the installation.

f. This contract supports all food service programs operated by installation programs, i.e. dining facilities (DFACs) and Family and Morale, Welfare and Recreation programs. The contract also supports tenants to include MEDDAC, Bureau of Land Management (BLM) and Army Air Force Exchange Services (AAFES) facilities.

4. Procedures:

a. All units/organizations will utilize and adhere to this policy.

(1) Separation Procedures:

(a) Computer printouts should be placed in the original cartons, if available. When large quantities are generated and boxes are not available, special arrangements may be made by contacting the FWA QRP manager.

(b) High-Grade (white) paper: High-grade (white) paper includes the following: letterhead, dry copy paper, white manifolds, business forms, stationary, typing paper, white tablet paper, most Army forms (carbon paper removed), manuals (colored covers removed), and miscellaneous obsolete reports. Stapled papers are acceptable; however, remove paper clips and all metal binders (i.e., bulldog clips, etc.).

(c) Color paper which includes file folders, manifold dividers and shredded paper (strip shredding only).

(d) Corrugated cardboard: Corrugated cardboard is composed of an inner fluting of material and one or two outer linings. Clean, brown paper bags may be mixed with corrugated cardboard. Poster board, cereal boxes, and chipboard (i.e., egg trays, fluorescent tube protectors, etc.) can also be mixed with corrugated cardboard. Asphalt impregnated type must be removed. Wax or plastic coated corrugated cardboard is not recyclable and should not be mixed with other cardboard.

(e) Newspaper: Newspapers will have the magazine sections remain with the newspaper; rule of thumb is "if it comes with the paper, it goes with the paper".

(f) Magazines, catalogues, and telephone books are okay as is.

(g) Aluminum/Tin Cans: The majority of aluminum cans are beverage cans. Aluminum cans are very light in weight, easily crushed in hand, and have no side seam. Beverage cans should be rinsed. Tin cans, generally used for canning foods such as peas or coffee, are recyclable and should also be rinsed. Recyclable materials contaminated with food waste are not acceptable.

(h) Wood Pallets: Contact the QRP manager.

(i) Dumpsters: Never place yard waste, grass, tree branches, cardboard, wood, furniture, boxes, automotive parts, metal, tires, hazardous materials, or any other item on the outside of the recycling containers/bins.

(j) Plastics: Plastics with the designation of #1 through #7 are acceptable. The indicator with the designator of #1 through #7 is located either on the bottom or top of the bottle/plastic container.

(k) Glass: All glass containers (colored or not) will be placed in the glass container/bin. These would include jars, glass bottles, glass food containers.

(2) Contaminants: The following are considered serious contaminants and will not be included with recyclables but this is not an all inclusive list (common sense rules here):

(a) Carbon paper

(b) Coffee grounds

(c) Waxed paper

(d) Ashes

(e) Asphalt impregnated paper

(f) Soiled paper

(g) Plastic coated paper

(h) Metal and plastic binders

(i) Food residues

(j) Plastic viewgraph slides

(k) Tobacco products of any kind (i.e., cigarette butts, containers containing tobacco spit or chew)

(l) Plastic document protectors

(m) Peel-off stick-on labels

(n) Plastics not marked "#1, #2, #3, #4, #5, #6 or #7" will NOT be recycled

(o) Polystyrene peanuts

b. Each commander/director will appoint a Recycle Coordinator (RC) for his or her unit/organization. This will typically be the unit Environmental Compliance Officer. The Recycling Program Manager will be provided with a list of appointed unit RCs, giving name, rank, office symbol, e-mail address, and telephone number. With the aid of the QRP, the coordinators will implement a mandatory recycle program within their unit/organization.

c. Recycle containers are dispersed around the installation to facilitate recycling. Personnel will apply recycling practices IAW this policy. Recycle sites are for indicated recyclable commodities only.

d. The Recycling Program is not cleared for the destruction of classified documents. These documents should be destroyed IAW AR 380-5. No recycling commodity should hold sensitive or personal information that would degrade the operational security of Fort Wainwright, the United States Army, Federal Agencies, or any government entity or violate any and all relevant regulations, laws, DoD directives, or Federal Acts as to the release of personal or sensitive information of any Soldier or Civilian.

e. Targeted Materials. Fort Wainwright's Recycling Program targets mixed paper, corrugated cardboard, aluminum/tin cans, glass, and #1 through #7 plastics. These materials comprise 50%-60% of Fort Wainwright's Municipal Solid Waste. Opportunities to recycle other materials will be periodically evaluated and incorporated into the Recycling Program, if feasible. The RC will ensure the emptying of the unit/organization recycling bins into the designated trailers/containers on a regular basis.

f. Mixed Paper. Containers labeled "Paper/Cardboard Only" are placed at various locations on post as well as recycling bins at office/work areas. Recyclable paper waste should be placed in Paper/Cardboard containers. Personnel will place only clean paper waste in the receptacles and paper containers. The material must be free of food, plastics, Styrofoam, wax coating, grease and other non-paper materials (stapled papers are acceptable).

g. Corrugated Cardboard. Containers labeled "Paper/Cardboard Only" are placed at various locations on post. Only corrugated, non-waxed cardboard is to be placed in these bins. The cardboard must be free of food, plastics, grease/oils, metals (other than staples) and other contaminants.

h. Aluminum/Tin Cans. Containers labeled "Aluminum Cans Only" are placed at various locations on post as well as recycling bins at office/work areas. Only empty aluminum beverage cans should be placed in these receptacles, including tin cans. Not to be included are aluminum foil, pie plates, plastics, and glass bottles. The collection of other metals such as copper, brass, and steel will be on an intermittent basis mainly collected from construction/demolition debris. The aluminum cans must be free of food, plastics, grease/oils, metals and other contaminants. A separate container for Tin cans is provided. Cleaned steel and tin food cans may be placed here.

i. Plastics. Containers labeled "Plastics Only" are placed at various locations on post as well as recycling bins at office/work areas. Each individual plastic container should contain a label of "#1, #2, #3, #4, #5, #6 or #7 Plastics" on it; the item should then be deposited in the appropriate recycling container, with only #1 through #7 Plastics in the proper receptacles. The plastics must be free of food, grease/oils, metals and other contaminants.

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j. Glass. Containers labeled "Glass only" are placed at various locations on post. Only glass bottles/containers are to be placed in these bins. The glass must be free of food, plastics, grease/oils, metals and other contaminants.

k. All food establishments on Fort Wainwright utilizing the installation contract for disposal of used cooking oil will adhere to the Standing Operation Procedure (SOP) referenced in Paragraph 1.k. above. Failure to comply with the standards established in the SOP will result in the individual Garrison activity or Tenant organization paying for removal of their used cooking oil and grease.

5. This policy supersedes Garrison Policy #42, SAB, dated 18 Jun 10 and Garrison Policy #37, subject: Recycling Used Cooking Oil and Grease, dated 26 Feb 10.

6. The point of contact for this policy is CPT Timothy Hall, HHC USAG Commander/QRP Manager/ Recycling Program Manager, at 353-7500 or email at timothy.hall9@us.army.mil.



RONALD M. JOHNSON
COL, SF
Commanding

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